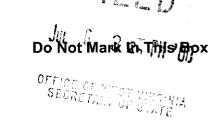
# WEST VIRGINIA SECRETARY OF STATE KEN HECHLER ADMINISTRATIVE LAW DIVISION



Form #2

### NOTICE OF A COMMENT PERIOD ON A PROPOSED RULE

RULE TYPE: Interpretive CITE AUTHORITY: 51-10A-2(g) and 15-2-25  AMENDMENT TO AN EXISTING RULE: YES NO _X		West Virginia State Police	****	_TITLE NUMBER:	81
IF YES, SERIES NUMBER OF RULE BEING AMENDED:  TITLE OF RULE BEING AMENDED:  IF NO, SERIES NUMBER OF RULE BEING PROPOSED:  TITLE OF RULE BEING PROPOSED:  Bail Bond Enforcer Registration, Authorization and Notification and Requirements  IN LIEU OF A PUBLIC HEARING, A COMMENT PERIOD HAS BEEN ESTABLISHED DURING WHICH ANY INTERESTED PERSON MAY SEND COMMENTS CONCERNING THESE PROPOSED RULES. THIS COMMENT PERIOD WILL END ON  August 7, 2000 AT 5:00 p.m. ONLY WRITTEN COMMENTS WILL BE ACCEPTED AND ARE TO BE MAILED TO THE FOLLOWING ADDRESS:  Sgt. David W. Skeen  West Virginia State Police  Planning and Research  725 Jefferson Road  South Charleston, WV 25309-1698	RULE TYPE:	Interpretive	CITE AUTHORITY:	51-10A-2(g) and 15-	2-25
IF NO, SERIES NUMBER OF RULE BEING PROPOSED:  TITLE OF RULE BEING PROPOSED:  Bail Bond Enforcer Registration, Authorization and Notifica  Procedures and Requirements  IN LIEU OF A PUBLIC HEARING, A COMMENT PERIOD HAS BEEN ESTABLISHED DURING WHICH ANY INTERESTED PERSON MAY SEND COMMENTS CONCERNING THESE PROPOSED RULES. THIS COMMENT PERIOD WILL END ON  August 7, 2000 AT 5:00 p.m. ONLY WRITTEN COMMENTS WILL BE ACCEPTED AND ARE TO BE MAILED TO THE FOLLOWING ADDRESS:  Sgt. David W. Skeen  West Virginia State Police  Planning and Research  725 Jefferson Road  South Charleston, WV 25309-1698	AMENDMEN	IT TO AN EXISTING RULE: YE	S NO_X		
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ATTACH A **BRIEF** SUMMARY OF YOUR PROPOSAL

### West Virginia State Police Title 81 Series 15

### **Summary of Proposed Rule**

This rule explains the procedures for bail bond enforcer registration, the requirements for becoming a bail bond enforcer and the responsibilities of the parties involved.

### West Virginia State Police Title 81 Series 15

### Circumstances Requiring Filing of Rule

The 2000 session of the West Virginia Legislature passed H.B. 4481 which amended § 51-10-2 of the W. Va. Code by adding article 10A. This amendment mandated that the Superintendent, West Virginia State Police, file an interpretive rule for the purpose of proving information

relating to the enforcement of this code.

Colonel Gar L. Edgell, Superintendent

West Virginia State Police

### APPENDIX B

### FISCAL NOTE FOR PROPOSED RULES

Rule Title:	Bail Bond Enforcer Registration, Authorization and Notification Procedures and Requirements
Type of Ru	ile: LegislativeX Interpretive Procedural
Agency: _	West Virginia State Police
Address: _	725 Jefferson Road
_	South Charleston, West Virginia 25309-1698
_	746-2109

### 1. Effect of Proposed rule:

	ANNUAL		FISC	R	
	INCREASE	DECREASE	CURRENT	NEXT	THEREAFTER
ESTIMATED TOTAL COST	-0-				
PERSONAL SERVICES	-0 <b>-</b>				
CURRENT EXPENSE	<del>-</del> ,0- <u>-</u> ,				
REPAIRS & ALTERATIONS	-0-				
EQUIPMENT	-0-				
OTHER	-0-				

### 2. Explanation of Above Estimates:

See 4.A.

### 3. Objectives of These Rules:

To provide for the registration of bail bond enforcers with the West Virginia State Police.

Bail Bond Enforcer Registration, Authorization and Notification Procedures and Requirements

Rule Title:

- 4. Explanation of Overall Economic Impact of Proposed Rule:
  - A. Economic Impact on State Government:

    None. The cost of the implementation and operation will be absorbed within the existing budget of the West Virginia State Police, therefore there is no additional impact on State Government.
  - B. Economic Impact on Political Subdivisions; Specific Industries; Specific Groups of Citizens:

None.

C. Economic Impact on Citizens/Public at Large.

None.

Date:

Signature of Agency Head or Aythorized Representative:

#### 81CSR15



### TITLE 81 INTERPRETIVE RULE WEST VIRGINIA STATE POLICE

## SERIES 15 BAIL BOND ENFORCER REGISTRATION, AUTHORIZATION AND NOTIFICATION PROCEDURES AND REQUIREMENTS

### § 81-15-1. General

- 1.1. Scope. This interpretive rule explains the procedures for bail bond enforcer registration, the requirements for becoming a bail bond enforcer and the responsibilities of the parties involved.
  - 1.2. Authority W.Va. Code §§ 51-10A-2 and 15-2-25.
  - 1.3. Filing Date. -
  - 1.4. Effective Date. -

### § 81-15-2. Definitions

- 2.1. "Bail bondsman" means any person, partnership or corporation engaged for profit in the business of furnishing bail, making bonds or entering into undertakings, as surety, for the appearance of persons charged with a criminal offense or violation of law punishable by fine or imprisonment before any court within or without this state. The term "bail bondsman" includes, but is not limited to, persons conducting a bonding business as defined in §51-10-1 of the Code of W. Va.
- 2.2. "Bail bond enforcer" means a nonresident bail bond enforcer and/or a resident bail bond enforcer as defined in sections 2.4. and 2.8. of this rule.
- 2.3. "Enforcement Authorization" means a written agreement between a bail bondsman and a bail bond enforcer allowing the bail bond enforcer to act on behalf of the bail bondsman as defined in sections 2.4. and 2.8. of this rule.
- 2.4. "Nonresident bail bond enforcer" means a person who is registered and authorized as provided for in this rule, who is not a resident of the state of West Virginia and who on behalf of

a bail bondsman enters this state for the purpose of: (1) assisting a bail bondsman in presenting the defendant in court when required; (2) assisting in the apprehension and surrender of the defendant to a court; (3) keeping a defendant under surveillance; or (4) executing bonds on behalf of a bail bondsman when a power of attorney has been duly recorded.

- 2.5. "Notification" means communication by a bail bond enforcer or a bail bondsman with the West Virginia State Police, by letter or by facsimile, for the purpose of reporting anticipated actions on the part of the bail bond enforcer as required in section 4.4.a. and 4.4.b. of this rule.
- 2.6. "Registration Authorization" means a written statement from a bail bondsman indicating a bail bond enforcer has authority to act as an agent for the bail bondsman. This authorization is for the sole purpose of registration of the bail bond enforcer and does not grant enforcement authority.
- 2.7. "Resident" means a person who maintains his/her permanent principal home within the boundaries of the state of West Virginia and such domicile has been maintained for not less than thirty consecutive days prior to his/her application for registration.
- 2.8. "Resident bail bond enforcer" means a person who is registered and authorized as provided for in this rule, who is a resident of the state of West Virginia who acts on behalf of a bail bondsman by: (1) assisting a bail bondsman in presenting the defendant in court when required; (2) assisting in the apprehension and surrender of the defendant to a court; (3) keeping a defendant under surveillance; or (4) executing bonds on behalf of a bail bondsman when a power of attorney has been duly recorded.

### § 81-15-3. Persons Required to Register

- 3.1. Any person performing the functions of a bail bond enforcer as described in § 51-10A-1(b) of the Code of W. Va. and/or any person acting in the capacity of a bail bond enforcer as described in § 51-10A-2(a) of the Code of W. Va. must register as a bail bond enforcer.
- 3.2. Registration shall be for an individual person. A firm, partnership, or corporation, as such, may not be registered as a bail bond enforcer.

### § 81-15-4 Requirements and Procedures for Registration, Authorization and Notification

- 4.1. Applicants for bail bond enforcer registration must meet the following registration requirements:
  - a. Be twenty-one (21) years of age or older on date of application.
  - b. Be a citizen of the United States.

- c. Have no convictions for any felony crime.
- d. Have no convictions for any misdemeanor that was violent in nature or that involved a firearm or other dangerous weapon.
- 4.2. Registration as a Bail Bond Enforcer requires the applicant to submit the following items to the West Virginia State Police:
  - a. Completed Bail Bond Enforcer Registration Application.
- b. Two (2) complete sets of fingerprints (Federal and State Applicant) taken by a member or authorized civilian employee of the West Virginia State Police. (A valid government issued photo identification must be presented before the registrant will be fingerprinted. Acceptable identification includes but is not limited to driver's license, non drivers identification cards, and military identification cards).
- c. Two (2) recent, full face, color photographs of the registrant. Minimum size: 3" x 3", maximum size: 4" x 6".
- d. A minimum of one (1) completed registration authorization or enforcement authorization as specified in section 4.3.b. (Additional enforcement authorizations may be submitted once the registration is approved)
  - e. Registration and authorization filing fees as required by section 7 of this rule.
  - 4.3. Authorization of a bail bond enforcer:
- a. Authorization shall be for an individual person. A firm, partnership, or corporation, as such, may not receive authorization as a bail bond enforcer.
- b. A Registration Authorization Form must be included with the Bail Bond Enforcer Registration Application, but if an Enforcement Authorization is submitted with the registration application a Registration Authorization is not required. Enforcement authorization forms may be submitted with the registration application or at any time during the active life of the registration.
- c. Registration and/or enforcement authorization shall be made through the use of the applicable Bail Bond Enforcer Authorization Form(s), available from: West Virginia State Police, Criminal Records Section, Bail Bond Enforcer Registration, 725 Jefferson Road, South Charleston, West Virginia 25309-1698.
- d. Upon approval, the registrant will be issued an Enforcement Authorization Card by the West Virginia State Police indicating a valid enforcement authorization is on file. The Enforcement Authorization Card and a valid government issued photo identification must be

carried by the bail bond enforcer when performing activities as defined in section 2.4. and/or 2.8. of this rule. In addition, a bail bond enforcer conducting a bail bond apprehension must have in his/her possession written documentation authorizing the apprehension of the person. Written documentation shall be in the form of a bail piece or a completed Apprehension Form.

- e. A duplicate Enforcement Authorization Card may be obtained for cards that are lost or stolen by making a written request to the Director, West Virginia State Police, Criminal Records Section and submitting the required fee as set forth in 7.6. of this rule. The West Virginia State Police reserves the right to reject requests for multiple replacement cards.
- f. No enforcement authorization shall become effective until it has been received, approved and placed on file by the West Virginia State Police.
- g. Bail bond enforcers who have a valid registration on file may forward the initial or additional enforcement authorization forms, along with the appropriate fee(s) to the West Virginia State Police, Criminal Records Section, Bail Bond Enforcer Registration.

### 4.4. Pre-action notification required by bail bond enforcers

- a. Prior to taking or attempting to take into custody any defendant the bail bond enforcer shall make notification of such intention to the West Virginia State Police primary station responsible for the area in which the bail bond enforcer will be acting. A list of the primary stations and the counties covered by each is available from the West Virginia State Police, Criminal Records Section.
- b. A nonresident bail bond enforcer shall additionally be required to make notification to the West Virginia State Police detachment responsible for the area in which he/she will be acting as to the date the he/she will enter the state. A nonresident bail bond enforcer shall also make notification when he/she has concluded his/her actions within the state and as to when he/she will leave the state.
- c. A bail bond enforcer who has made the required pre-action notification who learns that the subject is in a county not included in the initial pre-action notification shall make an additional pre-action notification as required in section 4.4.a.
- d. A bail bond enforcer, who has made the pre-action notification required in 4.4.a., who is in active pursuit of an individual is not required to make additional written notification if the subject enters a county not included in the initial pre-action notification. Provided that the bail bond enforcer shall contact the West Virginia State Police detachment responsible for the county by telephone or in person as soon as reasonably possible and make a verbal notification.

### § 81-15-5 Expiration, Revocation, Denial, Renewal and Limitations of Registration,

### **Authorization and Notifications**

- 5.1. Registration and enforcement authorization(s) must be approved and on file with the West Virginia State Police before the enforcer can act in such a capacity.
  - 5.2. Registration is valid for a period of two (2) years from the date of approval.
- 5.3. Registration shall be deemed revoked at such time as the registrant becomes unable to meet the criteria for initial registration set forth in section 4.1. of this rule or if the registrant conducts any activity in noncompliance with the provisions of this rule or §51-10A-2 of the Code of W. Va.
- 5.4. If a bondsman ceases to function as such, any and all authorizations made by the bondsman will expire at the time the bondsman ends such business.
- 5.5. A bondsman may revoke any authorization given by them by notifying the Director of the Criminal Records Section of the West Virginia State Police in writing.
- 5.6. Return of a personal check used to pay registration and/or authorization fees will result in the revocation of the authorization and/or registration of the bail bond enforcer.
- 5.7. Authorization cards remain the property of the West Virginia State Police and shall be returned to the Director of the Criminal Records Section upon revocation of such authorization. Return of expired authorization cards is not required.
- 5.8. Any attempt to use an expired authorization card shall be grounds for revocation of the bail bond enforcer registration.
  - 5.9. Renewal of a registration shall be accomplished by submitting the following items:
    - a. Completed Bail Bond Enforcer Registration Application
- b. Two (2) recent, full face, color photographs of the registrant. Minimum size  $3" \times 3"$ , maximum size  $4" \times 6"$ .
- c. A minimum of one (1) completed registration authorization or enforcement authorization unless a valid registration or enforcement authorization is on file and in effect at the time of the registration renewal.
- 5.10. Authorizations as such are not renewable, however a bail bondsman may make a new authorization to the same bail bond enforcer setting forth the same conditions as a previous authorization which has expired.

### § 81-15-6 Limitations of Bail Bond Enforcers

- 6.1. Bail bond enforcers may not enter an occupied residential structure without the consent of the occupants who are present at the time of the entry.
- 6.2. Bail bond enforcers may not conduct a bail recovery apprehension without written authorization as required in sections 4.3.d. and 5.1 of this rule.
- 6.2. Bail bond enforcers shall not wear, carry or display any uniform, badge, shield or other insignia or emblem that implies the bail bond enforcer is an employee, officer or agent of this state or any other state, a political subdivision of this state or any other state or of the federal government. A bail bond enforcer may display identification that indicates his/her status as a bail bond enforcer only.
- 6.4. A bail bond enforcer shall not conduct a bail bond apprehension without exercising due care to protect the safety of persons other than the defendant and the property of persons other than the defendant.
- 6.5. Registration and/or authorization does not authorize a bail bond enforcer to carry any dangerous or deadly weapon or exempt the bail bond enforcer from the requirements of § 61-7-3 of the Code of W. Va. or any other provisions of law.

### § 81-15-7 Fees

- 7.1. Fees shall be paid by personal check, cashier's check or money order only, cash payments are not acceptable.
- 7.2. A non-refundable fee of fifty dollars (\$50.00) must accompany initial and renewal applications for registration as a bail bond enforcer.
- 7.3. A non-refundable fee of ten dollars (\$10.00) must accompany each registration authorization.
- 7.4 A non-refundable fee of ten dollars (\$10.00) must accompany each enforcement authorization.
  - 7.5. No fee is required for notifications.
- 7.6. A non-refundable fee of five dollars (\$5.00) is required for each duplicate enforcement authorization card request.

#### STATE OF WEST VIRGINIA

### BAIL BOND ENFORCER REGISTRATION APPLICATION CHECKLIST

Initial Registration as a bail bond enforcer requires that the applicant submit the following items to the West Virginia State Police.

1 Completed Bail Bond Enforcer Registration Application.
2 Two (2) complete sets of fingerprints (Federal and State Applicant) of the applicant taken by a member or authorized civilian employee of the West Virginia State Police. (A valid government issued photo identification must be presented before fingerprints will be taken.)
3 Two (2) recent, full face, color photographs of the registrant. Minimum size 3" x 3", maximum size 4" x 6".
4 A minimum of one (1) completed Registration Authorization or
5. A minimum of one (1) completed Enforcement Authorization (Continuous or Specific).
Registration and authorization filing fees as required. (Payment by personal check, cashier's check or money order, payable to: West Virginia State Police).
The charge items are to be submitted together to the following address:

The above items are to be submitted together to the following address:

West Virginia State Police Criminal Records Section Bail Bond Enforcer Registration 725 Jefferson Road South Charleston, West Virginia 25309-1698

Filing fees are as follows:

Registration application \$50.00 Registration authorization: \$10.00 Enforcement authorization: \$10.00

Additional authorization forms may be submitted at any time during the life of the registration. Notification and apprehension forms do not have to accompany an application for registration. Authorization and notification forms may be copied as needed.

### STATE OF WEST VIRGINIA APPLICATION FOR BAIL BOND ENFORCER REGISTRATION

(This application must be completed in printed blue ink or by typewriter)

Non-refundable Registration Fee Required: \$50.00

To the Superintendent, West Virginia State Police, I, the below named applicant, swear/affirm, under penalty of law, that the information contained within this application is true and correct to the best of my knowledge. Registration Type: \_\_\_ Initial \_\_ Renewal APPLICANTS NAME: \_\_\_\_\_ First Middle ADDRESS: Street City State Zip Code D.O.B.: \_\_\_\_/ \_\_\_ S.S. # \_\_\_\_/ \_\_\_/ Answer each of the following questions YES or NO: 1. Are you a United States citizen? 2. Are you twenty-one years of age? 3. Have you been convicted of a felony? 4. Have you been convicted of any misdemeanor that was violent in nature or that involved a firearm or other dangerous weapon? Answering yes to questions 3 or 4 requires a written explanation. I hereby authorize the Superintendent, West Virginia State Police, to conduct an investigation into the information contained in this application. Furthermore, I understand that the falsification of any information contained within this application constitutes the crime of false swearing as described in § 61-5-2 of the Code of West Virginia. Date: Signature: x Notice: A minimum of one (1) registration authorization or enforcement authorization must accompany an initial registration application. A registration or enforcement authorization must accompany a registration renewal unless a valid authorization is on file at the time of renewal. Subscribed and sworn before me, in said County and State, this the \_\_\_\_\_\_, \_\_\_\_\_,

Notary Public or member West Virginia State Police

### STATE OF WEST VIRGINIA BAIL BOND ENFORCER REGISTRATION AUTHORIZATION

(Must be completed in printed blue ink or by typewriter)

Non-refundable filing fee required: \$10.00

The undersigned bail bondsman hereby certifies that he/she agrees to and authorizes the below named individual to act as a bail bond enforcer on my behalf.

It is understood that this authorization is for the purpose of registration only and that before the bail bond enforcer can act in such a capacity a valid enforcement authorization (specific or continuous) must be on file with the West Virginia State Police.

Note: If an enforcement authorization is being submitted with the registration application this form is not required. This authorization shall expire upon submission of an enforcement authorization or at the expiration of the initial registration.

Bail Bond Enforcer Name:				
	Last	First		Middle
DOB:/ SS	SN://_			
Address:Street				
Street		City	County	State
Bail Bondsman Name:				
	Last	First	Ī	Middle
Business Address:				
	Street	City	County	State
Bail Bondsman Signature:  Subscribed and sworn before me, i	n said County and Stat	te, this		
the day of	-\			
Notary Public or member or auth the West Virginia Sta		yee of		

### STATE OF WEST VIRGINIA BAIL BOND ENFORCER CONTINUOUS ENFORCEMENT AUTHORIZATION

(This form must be completed in printed blue ink or by typewriter)

Non-refundable Filing Fee Required: \$10.00

Notice: Continuous enforcement authorization may only be granted when the bail bondsman has a bonding business within the state of West Virginia and the Bail Bond Enforcer is a resident of the state of West Virginia.

The undersigned bail bondsman hereby certifies that he/she has given continuous authorization to the below named individual to act as a bail bond enforcer on my behalf.

Bail Bond Enforcer Name:				
Last		First		Middle
DOB:/ SSN:/				
Address:				
Street	Ć	City	County	State
Authorization shall be for the area of:	or			
This authorization shall expire on the	day of			
	uu		,	
·		ity as may be requir	ed by § 51-10A-5(b)	of the Code of
The undersigned bail bondsman understands and acc W. Va.	cepts such responsibil	ity as may be requir First	ed by § 51-10A-5(b)	of the Code of  Middle
The undersigned bail bondsman understands and acc W. Va. Bail Bondsman Name:	cepts such responsibil	First		
(Authorization shall not exceed a period of The undersigned bail bondsman understands and acc W. Va.  Bail Bondsman Name:  Last  Business Address:  Street	cepts such responsibil	First		Middle
The undersigned bail bondsman understands and acc W. Va. Bail Bondsman Name:  Last  Business Address:	cepts such responsibil	First City		Middle
The undersigned bail bondsman understands and accommendate.  Bail Bondsman Name:  Last  Business Address:  Street	cepts such responsibil	First City		Middle
The undersigned bail bondsman understands and accommendate.  Bail Bondsman Name:  Last  Business Address:  Street  Bail Bondsman Signature:	and State, this	First City		Middle

### STATE OF WEST VIRGINIA BAIL BOND ENFORCER SPECIFIC ENFORCEMENT AUTHORIZATION

(Must be completed in printed blue ink or by typewriter)

Non-refundable filing fee required: \$10.00

The undersigned bail bondsman hereby certifies that he/she has given authorization to the below named individual to act as a bail bond enforcer on my behalf.

					V-control of the control of the cont
		Last		First	Middle
DOB:	_ SSN:/_	/			
Address:					
	Street			City	State
This authorizati defendant(s):	on is limited to	actions on the	part of the bail bon	d enforcer concerning	the following named
Defendant Full	Name:			DOB: _	
					<del></del>
					/
					/
				,	
(Authorization s	shall not exceed	sixty (60) da	ys)		
The undersigned b W.Va.	ail bondsman unde	rstands and accep	ots such responsibility a	as may be required by § 51	-10A-5(b) of the Code of
Bail Bondsman Na	me:La	<del></del>		2018	_
				Middle	
Bail Bondsman Sig	gnature:				_
Subscribed and	sworn before me, i	n said County an	d State, this		
	ay of				
	ay 01				
Notary Public					

### BAIL BOND ENFORCER PRE-ACTION NOTIFICATION FORM

This form is to be sent by mail or fax to the appropriate West Virginia State Police Primary Station.

To: West Virginia State Police,	Detachment
Date:/	
Be advised that	, a registered bail bond enforcer,
will be in the County or Counties of:	
on the date(s) of	for the purpose of attempting to apprehend the
following individual:	
	/ /
Subject Name	/
who stands charged for the crime(s) of:	
The above named bail bond enforcer has been	a authorized to make the apprehension(s) by the bail

bondsman acting as surety for the named individual(s).

### STATE OF WEST VIRGINIA BAIL BOND ENFORCER APPREHENSION FORM

To whom it may concern:	
	, a registered bail bond enforcer, is authorized by
- Alms Diff	, a bail bondsman, to take into custody the
following named individual:	
The above bail bondsman is acting as	surety for the above named individual.
Bail Bondsman Signature:	Date:
<u>-</u>	ssession of the bail bond enforcer when making an to a law enforcement officer upon request.
If a bail piece for the individual is in:	the possession of the bail bond enforcer this form is not

required.

### WEST VIRGINIA STATE POLICE PRIMARY STATIONS

**Beckley** 

201 S. Eisenhower Drive Beckley, WV 25801-4931

(304) 256-6700

Fax Number: (304) 256-6866

Counties: Fayette, Greenbrier, McDowell, Mercer, Monroe, Nicholas, Raleigh, Summers

**Elkins** 

1300 Harrison Avenue Elkins, WV 26241-3323 (304) 637-0200

Fax Number: (304) 637-0203

Counties: Barbour, Pendleton, Pocahontas, Randolph, Tucker, Upshur, Webster

Huntington

3339 U.S. Route 60 East Huntington, WV 25705-2838 (304) 528-5555

Fax Number: (304) 528-5505

Counties: Cabell, Lincoln, Mason, Putnam,

Wayne

Logan

98 Canton Lane Logan, WV 25601-3498 (304) 792-7200

Fax Number: (304) 792-7016

Counties: Boone, Logan, Mingo

Martinsburg

100 Shenandoah Road Martinsburg, WV 25401-3798 (304) 267-0000

Fax Number: (304) 267-0003

Morgantown

11 Commerce Drive Suite 100 Westover, WV 26505-3095 (304) 285-3200

Fax Number: (304) 285-3183

Counties: Marion, Monongalia, Preston

Moundsville

1700 Lafayette Avenue Moundsville, WV 26041-2349 (304) 843-4100

Fax Number: (304) 843-4065

Counties: Brooke, Hancock, Marshall, Ohio,

Tyler, Wetzel

Parkersburg

Route 9, Box 136 Parkersburg, WV 26101-9297 (304) 420-4600

Fax Number: (304) 420-4601

Counties: Pleasants, Ritchie, Wirt, Wood

Romney

425 Depot Street Romney, WV 26757-1300 (304) 822-3562

Fax Number: (304) 822-7844

Counties: Grant, Hampshire, Hardy, Mineral

Shinnston

Box 95 Shinnston, WV 26431-0095 (304) 592-1101 Fax Number: (304) 592-2386

Counties: Braxton, Doddridge, Gilmer,

Harrison, Lewis, Taylor

**South Charleston** 

711 Jefferson Road South Charleston, WV 25309-1698 (304) 558-7777

Fax Number: (304) 558-7193

Counties: Calhoun, Clay, Jackson, Kanawha,

Roane

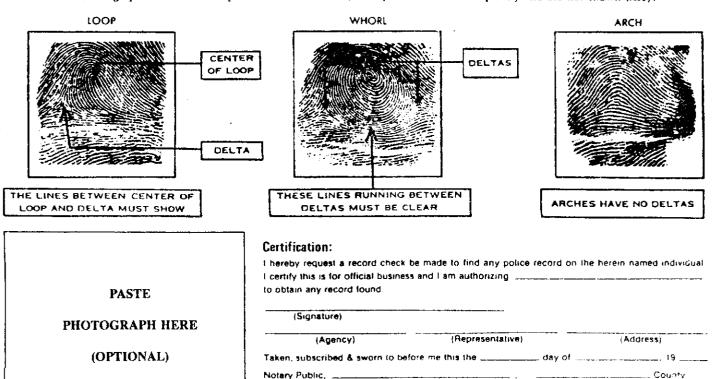
#### WEST VIRGINIA STATE POLICE Criminal Identification Bureau 725 Jefferson Road South Charleston, West Virginia 25309-1698

#### **APPLICANT**

To obtain classifiable fingerprints:

- 1. Use printer's ink.
- 2. Distribute ink evenly on inking slab.
- 3. Wash and dry fingers thoroughly.
- 4. Roll fingers from nail to nail, and avoid allowing fingers to slip.
- 5. Be sure impressions are recorded in correct order.
- 6. If an amputation or deformity makes it impossible to print a finger, make a notation to that effect in the individual finger block.
- 7. If some physical condition makes it impossible to obtain perfect impressions, submit the best that can be obtained with a memo stapled to the card explaining the circumstances.
- 8. Examine the completed prints to see if they can be classified, hearing in mind the following:

  Most fingerprints fall into the patterns shown below (other patterns occur infrequently and are not shown here):



My commission expires the \_\_\_\_\_\_\_day of \_\_\_\_\_\_\_19

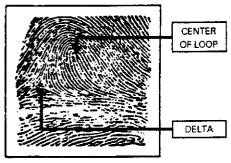
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		Superintender State Police			DATE OF BIRT
RESIDENCE OF PERSON FIN	GERPRINTED	725 Jefferson So. Charleston			HAIR EY
SIGNATURE OF OFFICIAL TO	AKING FINGERPRINTS	NUMBER	soc	TAL SECURITY NUMBER	
TYPE OR PRINT ALL REQUE	STED DATA	DATE FINGERPRINTS	ED LE	AVE THIS SPACE BLAN	ik
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6, LEFT THUMB	7, LEFT INDEX	a. Leri	MIODEE	3. 22	
LEFT FOUR FINGERS TAKE	N SIMULTANEOUSLY	LEFT THUMB	RIGHT THUMB	RIGHT FOUR FINGERS TAKEN S	IMULTANEOUSLY
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### FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

**WASHINGTON, D.C. 20537** 

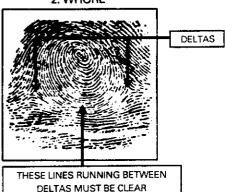
### **APPLICANT**

1. LOOP



THE LINES BETWEEN CENTER OF LOOP AND DELTA MUST SHOW

#### 2. WHORL



3. ARCH



ARCHES HAVE NO DELTAS

FD-258 (REV. 12-29-82)

TO OBTAIN CLASSIFIABLE FINGERPRINTS

- I USE BLACK PRINTER'S INK
- DISTRIBUTE INK EVENLY ON INKING SLAB.
- WASH AND DRY FINGERS THOROUGHLY
- ROLL FINGERS FROM NAIL TO NAIL, AND AVOID ALLOWING FINGERS TO SUP
- 5 BE SURE IMPRESSIONS ARE RECORDED IN CORRECT ORDER
- 6. IF AN AMPUTATION OR DEFORMITY MAKES IT IMPOSSIBLE TO PRINT A FINGER, MAKE A NOTATION TO THAT EFFECT IN THE INDIVIDUAL FINGER BLOCK.
- IF SOME PHYSICAL CONDITION MAKES IT IMPOSSIBLE TO OBTAIN PERFECT IMPRESSIONS, SUBMIT THE BEST THAT CAN BE OBTAINED WITH A MEMO STAPLED TO THE CARD EXPLAINING THE CIRCUMSTANCES.
- 8. EXAMINE THE COMPLETED PRINTS TO SEE IF THEY CAN BE CLASSIFIED, BEARING IN MIND THAT MOST FINGERPRINTS FALL INTO THE PATTERNS SHOWN ON THIS CARD (OTHER PATTERNS OCCUR INFREQUENTLY AND ARE NOT SHOWN MERE!

#### THIS CARD FOR USE BY:

- 1. LAW ENFORCEMENT AGENCIES IN FINGERPRINTING APPLICANTS FOR IAW ENFORCEMENT POSITIONS.\*
- 2. OFFICIALS OF STATE AND LOCAL GOVERNMENTS FOR PURPOSES OF EMILOYMENT, LICENSING, AND PERMITS AS AUTHORIZED BY STATE STATUTES AND APPROVED BY "HE ATTORNEY GENERAL OF THE LINITED STATES. LOCAL AND LOUNTY ORDINANCES. UNLESS SPECIFICALLY BASED ON APPLICABLE STATE STATUTES DO NOT SATISFY THIS REQUIREMENT."
- 1. U.S. GOVERNMENT AGENCES AND OTHER ENTITIES REQUIRED
- 4 OFFICIALS OF FEDERALLY CHARTERED OR INSURED BANK-ING INSTITUTIONS TO PROMOTE OR MAINTAIN THE SECURITY OF THOSE INSTITUTIONS.

### INSTRUCTIONS:

- 11. PRINTS MUST FIRST BE CHECKED THROUGH THE APPRO-PRIATE STATE IDENTIFICATION BUREAU, AND ONLY THOSE FINGER-PRINTS FOR WHICH NO DISQUALIFYING RECORD HAS BEEN FOUND LOCALLY SHOULD BE SUBMITTED FOR FBI SEARCH
- 2. PRIVACY ACT OF 1974 (P.L. 93-579) REQUIRES THAT FEDERAL STATE, OR LOCAL AGENCIES INFORM INDIVIDUALS WHOSE SOCIAL SECURITY NUMBER IS REQUESTED WHETHER SUCH DISCLOSURE IS MANDATORY OR VOLUNTARY BASIS OF AUTHORITY FOR SUCHSQUICITATION AND USES WHICH WILL BE MADE OF IT.
- THE FBILL.
- 4 FBI NUMBER, IF KNOWN SHOULD ALWAYS SE FURNISHED IN THE APPROPRIATE SPACE.

MISCELLANEOUS NO - RECORD OTHER ARMED FORCES NO PASSPORT NO. (PP), AGEN REGISTRATION NO (AR), PORT SE CURITY CARD NO. (PS), SELECTIVE SERVICE NO (SS) VETERANS' ADMINISTRATION CIAIM NO. (VA)

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U.S. GPO. 1999 454-801 00021

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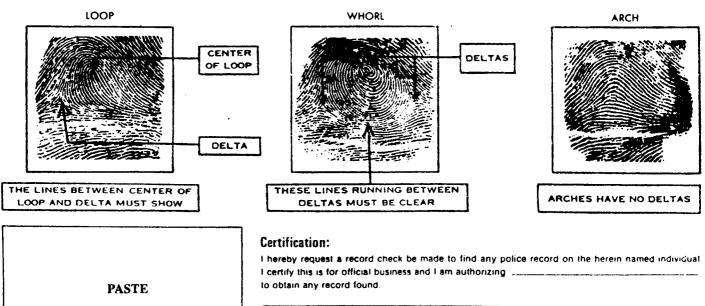
### WEST VIRGINIA STATE POLICE Criminal Identification Bureau 725 Jefferson Road South Charleston, West Virginia 25309-1698

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- 8. Examine the completed prints to see if they can be classified, hearing in mind the following:

  Most fingerprints fall into the patterns shown below (other patterns occur infrequently and are not shown here):



# PASTE PHOTOGRAPH HERE (OPTIONAL)

(Signature)		
(Agency)	(Representative)	(Address)
Taken, subscribed & sworn to be	efore me this the day of	19
Notary Public,		County
My commission expires the	day of	

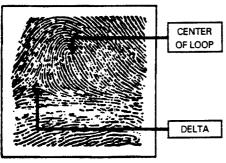
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### FEDERAL BUREAU OF INVESTIGATION UNITED STATES DEPARTMENT OF JUSTICE

WASHINGTON, D.C. 20537

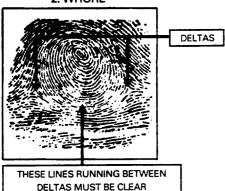
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FD-258 (REV. 12-29-82)

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- BE SURE IMPRESSIONS ARE RECORDED IN CORRECT ORDER
- If AN AMPUTATION OR DEFORMITY MAKES IT IMPOSSIBLE TO PRINT A FINGER, MAKE A NOTATION TO THAT EFFECT IN THE INDIVIDUAL FINGER BLOCK.
- IN THE INDIVIDUAL FINGER BLOCA.

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  FALL INTO THE PATTERNS SHOWN ON THIS CARD (OTHER PATTERNS OCCUR INFREQUENTLY AND ARE NOT SHOWN HERE)

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- 3. <u>U.S. GOVERNMENT AGENCIES</u> AND OTHER ENTITIES REQUIRED BY FEDERAL LAW.\*\*
- 4 OFFICIALS OF FEDERALLY CHARTERED OR INSURED SANK-ING INSTITUTIONS TO PROMOTE OR MAINTAIN THE SECURITY OF THOSE INSTITUTIONS

#### INSTRUCTIONS:

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  LOCALLY SHOULD BE SUBMITTED FOR FBI SEARCH
- 2. PRIVACY ACT OF 1974 (P.L. 93-579) REQUIRES THAT FEDERAL STATE, OR LOCAL AGENCIES INFORM INDIVIDUALS WHOSE SOCIAL SECURITY NUMBER IS REQUESTED WHETHER SUCH DISCLOSURE IS MANDATORY OR VOLUNTARY BASIS OF AUTHORITY FOR SUCH SOLICITATION AND USES WHICH WILL BE MADE OF IT.
- "3 IDENTITY OF PRIVATE CONTRACTORS SHOULD BE SHOWN IN SPACE "EMPLOYER AND ADDRESS" THE CONTRIBUTOR IS THE NAME OF THE AGENCY SUBMITTING THE FINGERPRINT CARD TO THE FBI.
  - 4 FBI NUMBER, IF KNOWN SHOULD ALWAYS SE FURNISHED IN THE APPROPRIATE SPACE.

MISCELLANEOUS NO. - RECORD, OTHER ARMED TOPICES NO PASSPORT NO. (PP), ALIEN REGISTRATION NO. (AR), PORT SECURITY CARD NO. (PS), SELECTIVE SERVICE NO. (SS) VETERANS' ADMINISTRATION CLAIM NO. (VA)

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-U.S. GPO. 1999 454-801 00021

	RESIDENCE OF PERSON FINGERPRINTE  DATE SIGNATURE OF OFFICIA  EMPLOYER AND ADDRESS		CITIZENSHIP CTZ	O R I		POOOO RIM ID BU ESTON, W	V	DATE OF BIRTH DOE
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### STATE OF WEST VIRGINIA BAIL BOND ENFORCER CONTINUOUS AUTHORIZATION

The below named individual has been granted continuous authorization to act as a bail bond enforcer for the below named bail bondsman.

Bail Bond Enforcer:
Bail Bondsman:
This authorization is valid in the following areas of West Virginia:
This authorization expires:/
Notification of the West Virginia State Police is required before taking or attempting to take any defendant into custody.
A valid government issued photo identification must be presented with this authorization card.
STATE OF WEST VIRGINIA BAIL BOND ENFORCER SPECIFIC AUTHORIZATION
The below named individual has been granted specific enforcement authorization to act as a bail bond enforcer for the below named bail bondsman.
Bail Bond Enforcer:
Bail Bondsman:
This authorization is valid for the following subject(s) only:
This authorization expires:/
Notification of the West Virginia State Police is required before taking or attempting to take any defendant into custody.
A valid government issued photo identification must be presented with this authorization card.